

EXAMINATION ANNOUNCEMENT

RESEARCH MANAGER II (GENERAL) OPEN, NON-PROMOTIONAL

SALARY RANGE \$5,211 - \$6,286



CALIFORNIA STATE DEPARTMENT OF **Insurance**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION AGE OR SEXUAL ORIENTATION

How to Apply	<p align="center">FINAL FILING DATE: JULY 19, 2004</p> <p align="center"><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p> <p>*NOTE: Please note the verification of education requirement under the "Minimum Qualifications" section.</p> <p align="center"> Send applications to: Department of Insurance 300 Capitol Mall, 13th Floor Sacramento, CA 95814 Attention: Marty Major </p> <p>Application (form STD678) must be <i>POSTMARKED</i> no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date <u>will not</u> be accepted for any reason. Applications must have an original signature. Applications may be downloaded from SPB website at http://www.spb.ca.gov. Faxed applications/resumes will not be accepted.</p> <p>If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.</p>
Requirements for Admittance to the Examination	<p>The following patterns may be combined proportionately, when applicable, to meet the overall requirement. All applicants must meet the educational and/or experience requirements for this examination by July 19, 2004, the final filing date.</p> <p><i>NOTE:</i> All applications must include "To" and "From" dates (Month/Day/Year) of experience; Time Base (number of hours worked per month); Civil service class title(s) and range, if applicable; and non-civil service job titles. Applications/resumes received without this information will be rejected.</p> <p align="center">MINIMUM QUALIFICATIONS</p> <p>Experience and education, which provides ability to perform successfully as a Research Manager at the level for which application is made. <u>AND</u></p> <p align="center"><u>Either I</u></p> <p>One year of experience in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Manager I.</p> <p align="center"><u>Or II</u></p> <p><u>EXPERIENCE:</u> Four years of pertinent professional research experience above the trainee level which must have included responsibility for the determination of research design and methodology of a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree may be substituted in a similar field to that described for the doctoral degree, for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to Research Manager I to two years equivalent to Research Analyst II.) <u>AND</u></p> <p><u>EDUCATION:</u> Graduation from college with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.</p> <p><i>*NOTE:</i> Evidence of completion of the required education and coursework must be submitted (i.e., official college transcripts) by August 13, 2004. Applicants who do not submit the required verification will not be allowed to complete the examination process.</p>
Special Personal Requirements	<p>Demonstrated ability to act independently; flexibility; tact.</p>
Position Description	<p>The Research Manager II (General) is responsible for planning, developing, organizing, directing and evaluating the work of staff; developing and implementing data collection systems and research analysis strategies for policy issues; setting goals and plans for insurance related studies; providing support and policy advice to the Insurance Commissioner and Executive Staff. Positions are located in Sacramento and Los Angeles.</p>
Examination Information	<p align="center">QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>This examination will consist of a qualification appraisal interview only. In order to obtain a position the eligible list, a minimum rating of 70% must be attained in the interview. Candidates should list all experience on the application (form STD 678) relevant to this examination. Competitors who do not appear for the interview will be disqualified from the examination. It is anticipated that the mandatory interviews will be held September/October 2004.</p>

SEE REVERSE FOR ADDITIONAL INFORMATION

RESEARCH MANAGER II (GENERAL)

LQ40-5737

EXAM CODE: 4IN16

FINAL FILING DATE: JULY 19, 2004

Examination Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Research methods and techniques. 2. Public administration, including management and supportive staff services such as budget, personnel, program planning and evaluation, or related areas. 3. Employee supervision, development, and training. 4. Program management. 5. Governmental functions and organization at the State and local level as they affect departmental research functions. 6. Department's Equal Employment Opportunity Program objectives. 7. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Plan, organize and manage a research function. 2. Reason logically and creatively and use a variety of analytical and research techniques to solve complex problems. 3. Develop and evaluate alternatives. 4. Analyze data and present ideas and information effectively. 5. Consult with and advise administrators or other interested parties on a wide variety of subjects. 6. Gain and maintain the confidence and cooperation of others. 7. Review and edit written reports. 8. Use interdisciplinary teams effectively in the conduct of studies. 9. Manage a complex program. 10. Establish and maintain project priorities. 11. Develop and effectively use all available resources. 12. Effectively contribute to the Department's Equal Employment Opportunity Program objectives.
Eligible List Information	<p>A departmental open non-promotional eligible list will be established for the Department of Insurance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Career Credits will be granted in this examination. Veterans' preference points will not be granted in this examination.</p>

RESEARCH MANAGER II (GENERAL)

FINAL FILING DATE: JULY 19, 2004

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3260 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3260 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Insurance offices, State Personnel Board offices, and local offices of the Employment Development Department and on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

Department of Insurance
Human Resources Management
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3393

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DF/MM